

## **The Tempe Way**



### **MISSION:**

To make Tempe the best place to live, work and play.

### **VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

## **DEPUTY FINANCIAL SERVICES MANAGER**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of the Financial Services Department including accounting, budgeting, tax licensing and collection, central services and risk management; to coordinate Department activities with other divisions and departments; and to provide highly complex staff assistance to the Financial Services Manager.

### **Supervision Received and Exercised:**

Receives general direction from the Financial Services Manager or from other supervisory or management staff.

Exercises direct supervision over professional, supervisory, technical and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Prepare quarterly goals and objectives for the Financial Services Department; assist in the development of policies and procedures; establish performance measurements.
- Manage, direct and organize Financial Services activities including accounting, budgeting, sales tax licensing and collection, purchasing, warehousing, duplicating and liability risk management.
- Direct, oversee and participate in the development of each of the section work plans; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Supervise the preparation of the section budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor the approved budgets.

*Effective November 1988*

*Revised May 2001*

*Revised July 2002 Range Changed*

## CITY OF TEMPE

### Deputy Financial Services Manager (continued)

- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee termination's.
- Plan and conduct monthly staff meetings with managers and supervisors of accounting, budgeting, tax and licensing, central services and liability divisions.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees as a City representative; prepare public presentations on financial services to groups as requested; attend City Council meetings; meet with City management staff on a variety of policy issues.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints related to City financial services.
- Conduct research and detailed studies to be used in decision making; compile information and prepare staff reports as required.
- Evaluate City expenditures to ensure compliance with State laws; authorize any major City expenditure requisitions; authorize City purchase orders.
- Coordinate and prepare information to be submitted to bond rating agencies and bond consultants.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of increasingly responsible experience in governmental financial planning and administration, including two years of administrative and supervisory responsibility.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, public administration or a related field. A Master's degree is highly desirable.

#### **Licenses/Certifications:**

*Effective November 1988*

*Revised May 2001*

*Revised July 2002 Range Changed*

CITY OF TEMPE

Deputy Financial Services Manager (continued)

**This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 1800**

**Salary Range: 155**

**Compensation Plan: E40 / Executive**

**FLSA: Exempt**